

Policy on American Express Overpayments

This policy defines the procedure necessary when agencies overpay their Monthly Consolidated American Express (AMEX) bill. Overpayments are defined as “Monies paid to AMEX over the amount identified as the ‘Total Due’ on the Monthly Consolidated bill from AMEX.” (See Attachment A.) Overpayments may arise from keying errors, rounding or not reflecting a credit in the payment, resulting from a disputed charge on a prior bill.

When an Agency receives their Monthly Consolidated bill from AMEX, they must make payment for the full amount of the “Total Due” by the due date of the 14th. When an agency overpays their bill, the Department of Accounts (DOA) Statewide Small Purchase Charge Card Analyst notifies the agency, on the day they make their payment to AMEX, that they have overpaid and must reduce their next month’s bill by the overpayment. This is the first contact with the agency’s Program Administrator as well as the Fiscal contact. Once AMEX receives payment, they post the whole amount received and show the overpayment on their Control Account number or Remit Number.

In the following month, the second notification to the agency is provided when AMEX sends the agency the Monthly Consolidated invoice reflecting the overpayment credit in the “Past Due” field. (See Attachment A.) The “Total Due” amount has been adjusted by the credit amount reflected in the “Past Due” field. The “Total Due” amount is, therefore, the amount to be paid – not the “Current Due” amount. If the agency pays more than the “Total Due” amount (i.e., pays what is in the Current Due amount), and does not resolve the previous month’s overpayment, AMEX will cut a check in the amount of the overpayment, made payable to the Treasurer of Virginia. That check is sent to DOA for appropriate subsequent disposition.

Agencies that do not resolve their overpayments in the following month, resulting in a check being cut to the Department of Accounts, may be noted in the Quarterly Report on Statewide Financial Management. Statistics on these agencies will be recorded beginning July 1, 2004 and will continue until such time as the Comptroller determines the need is no longer there.



Corporate Services

International Payments

Financial Services

My American Express

Corporate Card Corporate Purchasing Card Business Travel Consulting



Monthly Summary of Accounts

The Monthly Summary of Accounts section of the statement shows the overall account activity. For further information regarding specific values or sections, please visit the Help area. If you need assistance with Downloading, it can also be found in the Help text.

Monthly Summary of Accounts

Remittance Advice

List of Accounts

Transaction Details

ACCOUNTS PAYABLE
VA DEPT VET SERVICES
4550 SHENANDOAH AV NW
ROANOKE, VA 24017

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Corporate Purchasing Card Billing Statement

Load Number

Corporate ID

Statement Date

Previous Balance

0075 Control Account Number

3787-369146

800504 Sequence Number

697369140406

06/20/04 Due Date

07/20/04

Terms: Payable in full upon receipt per corporate contract
PAYABLE IN FULL WITHIN 30 DAYS AS PER YOUR CORPORATE CONTRACT

Charges (+)	Credits (-)	Other Charges (+)	Debit Adjustments (+)	Other Credits (-)	Current Due	Payments (-)	Debit Remittance for Credit Balance (+)
\$530.67	\$5.97	\$0.00	\$0.00	\$0.00	\$524.70	\$1,848.53 \$0.00 \$1,848.53	\$0.00

PLEASE REFERENCE THE LOAD NUMBER ON ALL METHODS OF PAYMENT

Note: When submitting a check as your method of remittance, please refer to the Remittance address on the Help page.

Past Due
Total Due

\$1.05-
\$523.65-

PAYABLE IN US DOLLARS BY 07/20/04
Duplicate Statement - Please refer to your paper bill

Historical Summary of Current Due

MAY

\$1,848.53

APR

\$2,092.39

MAR

\$447.36

Select Billing Period 06/20/2004 Go